



Maryland Judiciary

Job Announcement

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Opening Date:	July 16, 2015	Closing Date:	August 6, 2015
Job Title:	Alternate Dispute Resolution (ADR) Resources Coordinator	Position Type:	Regular Full Time
PIN:	077453	FLSA Status:	Exempt
Location:	Maryland Mediation and Conflict Resolution Office (MACRO) Annapolis, Maryland	Grade/Salary:	J14 \$50,397 - \$60,350 (Depending on Qualifications)
		Financial Disclosure:	Yes

Essential Functions: The ADR Resources Coordinator will assist the Evaluations Director in the piloting, statewide roll out, and daily management of the Alternative Dispute Resolution Evaluation Support System (ADRESS); a web-based data collection and reporting system designed to help courts assess and improve the quality of their ADR processes. Duties include troubleshooting basic problems with the ADRESS system for users ("help desk"), requesting assistance with more complex or novel problems, tracking their resolution, testing new report functions, identifying and fulfilling ADRESS-related training and information needs, including but not limited to ADRESS instructional tools such as manuals and video tutorials and making desirable improvements to the ADRESS system. Additionally, the ADR Resources Coordinator is responsible for a wide variety of projects designed to advance conflict resolution programs in courts, communities, state and local government agencies, criminal and juvenile justice programs and schools and universities statewide. Assisting with ADR evaluation and research, facilitating work groups, working with other MACRO staff on publications, website support and public education efforts. Works to advance ADR in new areas, makes recommendations about outreach and program development, conducting periodic trainings on matters relevant to judiciary employees and members of ADR practitioner's community, represents the office on various task groups, planning committees and collaborative initiatives, and works collaboratively with the Director and other staff in all other aspects of MACRO's mission.

Education: Bachelor's degree from an accredited four year college or university.

Experience: Three years of professional work experience in the areas of project coordination, program management, evaluation/data analysis, or other related areas.

Note: An advanced degree can be substituted for two years of the required experience.

Preferred: Prior work experience in conducting mediation or other ADR processes, experience in conducting evaluations and analysis, a degree or substantial coursework in dispute resolution, computer/technology, or evaluation, ADR process training beyond mediation (facilitation, community conferencing, conflict coaching, etc.), familiarity with court operations and court ADR programs, strong group facilitation, presentation and speaking skills.

Skills/Abilities: Skill in word processing, presentation software, spreadsheets and database applications, outstanding oral and written communication skills, superior diplomacy, negotiation, and collaborative problem solving skills. Ability to prioritize and manage multiple projects simultaneously, to maintain confidentiality of communications, documents, and information. Also the ability to be very detail-oriented and precise, to conduct basic research, both online and in person, to work as part of a team as well as to function independently, to create, format and layout documents and reports, to use and/or create systems to manage processes and ensure tasks are completed in both a timely and high-quality way. Ability to travel frequently to meetings throughout Maryland and occasional meetings outside the state, to perform the essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

**Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov**

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.